

Operations Management

Objectives

- ◆ Understand Requirements of 5480.19
- ◆ Understand the Technical Manager's Responsibilities in Implementing 5480.19
- ◆ Understand How a “Graded Approach” is Implemented in CONOPS
- ◆ Using DOE 5480.19, Locate Applicable Guidelines and Requirements for Specific Activities

Operations Management

Management Responsibilities

- ◆ Manage, Organize and Conduct Operations to Assure Safety
- ◆ Ensure Procedures Control Operations
- ◆ Review Programs
- ◆ Assess the Effectiveness of Directives, Plans & Procedures

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Management Action

- ◆ Use 5480.19 to Review and Develop CONOPS Programs
- ◆ Document Conformance (a Matrix) Using a Graded Approach
 - (1) Whether It Applies
 - (2) How It Is Applied
 - (3) Deviations/Exemptions

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Graded Approach Matrix

- ◆ Produced and Submitted by the Contractor
- ◆ Approved by the DOE Operations Office
- ◆ An Agreement Between the Contractor and DOE Ops Office

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Organization and Administration

- ◆ Policies
- ◆ Resources
- ◆ Monitoring Performance

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Goals

Safety, Environment, and Operating Goals Are Used Improve Performance and to Measure Effectiveness.

- ◆ Minimizing the Unavailability of Safety Systems
- ◆ Minimizing Personnel Errors
- ◆ Maintaining ALARA
- ◆ Minimizing Unscheduled Facility Shutdowns
- ◆ Minimizing Waste

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Organization and Administration

- ◆ Accountability
- ◆ Management Training
- ◆ Planning for Safety

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Orders to Operators

Communicate Short Term Information and Administrative Instruction.

- ◆ Content and Format
- ◆ Issuing, Segregating, and Reviewing Orders
- ◆ Removal of Orders

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Required Reading

Relay Important, Job-Related Information.

- ◆ File Index
- ◆ Reading Assignments
- ◆ Required Completion Dates
- ◆ Document Completion
- ◆ Review

Operations Management

Control of OJT

- ◆ Adherence to Training Programs
- ◆ On-Shift Instructor Qualification
- ◆ Qualified Operator Supervision/Control of Trainees
- ◆ Operator Qualification Program Approval

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Control of OJT

- ◆ Training Documentation
- ◆ Suspension of Training
- ◆ Maximum Number of Trainees